

BAY AREA PROJECT WORK PLAN

Project Plan Amended Date: May 31, 2003

Team: Futures Planning Team

Team Leader: Angela Vrbanac-Libby, Ron Willsey, Alan Wilens, Sheryl Kuhn

ASSUMPTIONS: Closure of Agnews Developmental Center by June, 2005

#	Task Name	Start Date	Due Date	Who's in Charge	Specifications
1	Development of Futures Planning Needs and Preferences Document	Feb 28, 03	Completed	Futures Planning Team	
2	Recruitment of Office Technician Interview Office Technician candidates	Job Bulletin Final Filing date Feb 28, 03 Have on board March 14, 03	Completed	Chris, Angela, Mike	
3	Letter to Family/Friends/Advocates	March 7, 03	Completed	Harold	
4	Develop training curriculum	Start March 4, 03	Completed March 14, 03	Chris, Ron, Cheryl, Angela	
5	ID facilitators (as needed)	March 5, 03	Completed	Clinical Management Committee	
6	Training in Futures Planning	March 17, 2003 Multi-Purpose Building 9:30-2:30 PM	Completed	Agnews Social Workers, Individual Program Coordinators, Regional Center liaisons, Program Management., Regional Project of the Bay Area staff, Retired annuitant facilitators	
7	Completion of Needs Section of form Comfortable with ADC completing Needs portion of form Comfortable with ADC completing Needs portion of form to start	(Month prior to Annual or Semi-Annual)	On-going, at least monthly	Regional Center of the East Bay liaisons Golden Gate Regional Center San Andreas Regional Center	Update- All Regional Centers agreed to have Agnews complete "Needs" section of form

BAY AREA PROJECT WORK PLAN

Project Plan Amended Date: May 31, 2003

Team: Futures Planning Team

Team Leader: Angela Vrbanac-Libby, Ron Willsey, Alan Wilens, Sheryl Kuhn

ASSUMPTIONS: Closure of Agnews Developmental Center by June, 2005

#	Task Name	Start Date	Due Date	Who's in Charge	Specifications
8	Completion of Preferences Section of Form Begin to approach Families/clients, etc. To dialogue about preferences	March 18, 03	On-going, at least weekly	Regional Center liaison Agnews Staff Regional Project of the Bay Area (as needed)	
9	Training of Regional Center liaisons in the clinical record system	March 25, 03 – 11 trained April 29, 03 - 3 trained	Ongoing as needed	Amanda	
10	Presentation to AMRA Board	April 5, 03 Multi-Purpose Building 10:00 A.M.	Completed	Angela	
11	Review Ideas from AMRA Meeting and disseminate to appropriate Teams/Work Groups	April 10, 03	April 24, 03	Futures Planning Team	
12	Monitoring Data Input	April 21, 03	On-going, at each meeting	Futures Planning Team	Needs – 100+ entered in computer
13	Assure Sufficient Progress towards Target Dates.	April 24, 03	On-going, at least monthly	Chairs of Futures Planning	Needs - 200 submitted Futures – 150 meetings held; 75 submitted
14	Clients visiting potential homes	April 24, 03	On-going, at least monthly	Chris, Julie, Mike, Jennifer	
15	Parents, Families visiting potential homes	April 24, 03	On-going, at least monthly	Chris, Julie, Mike, Jennifer	Advertise with AMRA, Mr. Devlin to give potential dates for July/August – focus on homes for challenging individuals
16	Develop process to support people experiencing the challenges of transfers/transitions	April 24, 03	Aug 31, 03	Chris, Patricia M. Rocio, Kevin	

BAY AREA PROJECT WORK PLAN

Project Plan Amended Date: May 31, 2003

Team: Futures Planning Team

Team Leader: Angela Vrbanac-Libby, Ron Willsey, Alan Wilens, Sheryl Kuhn

ASSUMPTIONS: Closure of Agnews Developmental Center by June, 2005

#	Task Name	Start Date	Due Date	Who's in Charge	Specifications
17	Develop monitoring process (QA tool) to evaluate efficacy of the outcome of transition plans	April 24, 03	Aug 31, 03	Chris, Mr. Devlin, Luis, DC Liaisons	
18	Compile Congregate data from Futures & Needs documents	May 1, 03	Oct 31, 03	Chairs of Futures Planning Team	
19	Education of clients & families regarding futures planning resources	May 1, 03	On-going, life of project	Julie, Mike, Jennifer, RPBA representative	Reinforce separateness of this process from actual IPP placement planning process when decisions are made
20	Review progress with Futures Planning participants, social workers, Regional Center liaisons, Individual Program Coordinators, Residence Managers, Program Management	May 19, 03 Multi-Purpose Building 10:00 A.M.		Chris, Angela	
21	Review and share emerging categories from Futures discussions	May 19, 03	May 28, 03	Chairs of Workgroups of Community Development Team, Angela, Patricia F., Eric, Chris, RC liaisons reps.	
22	Develop and implement QA process with families/relatives having experienced Future discussions	June 1, 03	On-going, life of project	Mr. Devlin	To ensure process is being implemented with discretion, and refined as needed
23	Evaluate entire Futures Planning process and modify as indicated	July 3, Sept 03	Sept 30, 03	Futures Planning Team	
24					
25					